

# Community Service/Work Force Assignment Sheet

The City Court of Atlanta Community Court Division, 150 Garnett Street, Atlanta, Ga. 30335

Client: \_\_\_\_\_ Contact # \_\_\_\_\_ Hrs. to perform: \_\_\_\_\_  
Reset Date: \_\_\_\_\_ Courtroom/time: \_\_\_\_\_ A.M./P.M.

**Please check appropriate program)**

Ms. Anita Johnson)

(Ms. Chambers/Mrs. Hayes)

(Ms. Zeda Sardor/Mr. Bobby Jones)

In-house Probation: \_\_\_\_\_

Teens Learning Control: \_\_\_\_\_

Restorative Bd: \_\_\_\_\_

Sentinel Probation: \_\_\_\_\_

Probation Officer's/Program Coordinator's Name: \_\_\_\_\_

## **CONDITIONS OF YOUR PROGRAMMATIC PROBATION:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

## **COMMUNITY SERVICE INFORMATION:**

**I must return this sign sheet to the Community Service Coordinator before my court reset date. In return, I will receive a "Certificate of Completion" verifying my service hours. If I failure to provide the Community Service Coordinator with this form prior to my court reset date; it mandatory for me to physically return to court on my court reset date.**

Community service is available **Tuesday through Saturday, at 8:30 A.M.** Weekdays (Tuesday through Friday) I will meet in the hallway on the first floor (the benches located along the walls) in The Municipal Court of Atlanta building, 150 Garnett Street. **I can listen to a pre-recorded voice message detailing time and location for Saturday projects by calling 404 588-2252 after 6 P. M. on Wednesday of each week.**

Failure to perform work as instructed, insubordination, intoxication, illegal drug use, or any act disruptive to the work crew will result in me being immediately dismissed from the work detail and the reason for dismissal reported to the sentencing Judge. **I am responsible for transportation to and from the specified work site.**

### **Hours are only credited hour for hour**

Date	Time In	Out	Hrs	Location	Supervisor's signature
1.					
2.					
3.					
4.					
5.					
6.					

**I have read and understand the contents of this form** \_\_\_\_\_  
(Signature) (Date)

Date	Time in	Out	Location	Supervisor's Signature
7.				
8.				
9.				
10.				

### Dress Code

**In order to assure a safe and appropriate work environment, the following dress code must be followed by clients:**

1. When client reports to work, he/she must wear clothing appropriate to work assignment (Long or short sleeve shirt/blouse).
2. Clients must wear shoes that cover the entire foot (steel-toed boots are not required). No high heels, slippers, or sandals.
3. No shirts with obscene or derogatory pictures or phrases.
4. No gang – related items/colors allowed.
5. Caps are to be worn properly and may not have obscene or derogatory pictures or phrases.
6. Caps are not be worn inside by males.
7. Pants are to be worn on the waist or hip (no lower).
8. A belt will be worn with pants.

### Waiver

**I will in no way consider myself or hold myself out as an employee of the agency involved in this program of the City of Atlanta, the Courts, the institution where I am performing this community service, or any other agency, business or individual as a result of this community service, nor will I make any claim for wages, unemployment benefits or worker's compensation benefits from any sources mentioned above as a result of this activity or community service.**

**I will assume all liability for bodily or personal injury that I may receive arising from, and by reason of, any and all known or unknown, foreseen or unforeseen causes, or any other consequences that may result from participation in this program. I release and hold harmless each and every municipality, agency, office, institution or individual where community service hours are performed for any injury to my person or property.**